

# Retention and Classification Report

**Agency:** Oak City (Utah) (716)

Oak City Town Hall  
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Oak City, UT 84649  
435 846-2751

**Records Officer** Karen Lovell

12828	Ordinances
12829	Resolutions
12827	Town council minutes

**AGENCY:** Oak City (Utah)

**SERIES:** 12828

3

**TITLE:** Ordinances

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/19/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Oak City (Utah)

**SERIES:** 12828

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Oak City (Utah)

**SERIES:** 12829

3

**TITLE:** Resolutions

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10/19/1993

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Oak City (Utah)

**SERIES:** 12829

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Oak City (Utah)

**SERIES:** 12827

3

**TITLE:** Town council minutes

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/19/1993

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public